



MEMORANDUM

To: Members of the Planning and Budget Committee

From: Alison Webb, Secretary to the Committee

Date: January 14, 2009

Re: **Material for Meeting of January 21, 2009**

1. Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee, which will be held on **Wednesday, January 21, 2009 in the Council Chamber, 2nd floor, Simcoe Hall.** The meeting is scheduled to **begin at 4:10 p.m.** Documentation will also be available on the Governing Council website at <http://www.governingcouncil.utoronto.ca/bac/pb/2008.htm>

2. Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by contacting Ms Kata Skoko by phone (416-978-6576) or email (governing.council@utoronto.ca).

Thank you
Alison Webb
416-978-8427